SkillSurvey/iCIMS Integration Candidate Disposition

How to Guide

Contents

Candidate Disposition Overview

All SkillSurvey Reference/iCIMS ATS integrations can now automatically disposition (file) candidates in SkillSurvey Reference using the disposition status selected by the Recruiter from the iCIMS ATS. This enhancement is a time-saver for recruiters as it automatically pulls the candidate disposition status from the ATS and transfers that status to SkillSurvey Reference. This avoids the recruiter having to enter this information in both applications. This feature is easily enabled and will be included in all new Pre-Hire/ATS integrations.

Dispositioning (filing) candidates in SkillSurvey Reference gives an easy way to track ROI. This is especially helpful when tracking those Candidates that may have been hired over the objections of HR to see how they performed. This also helps prove the value of the report to Hiring Managers. In addition, when a Candidate is filed as "Not Hired - but Still Viable", the Candidate can be easily tracked in SkillSurvey Source. They will be featured in Source as a "Silver Medalist" which will make it easier to fill the next open position because this Candidate has already been vetted.

Key things to note:

- Clients should submit an iCIMS support case to have their request assigned to an Integrations Consultant for configuration.

- In the iCIMS ATS, clients must have the 'Hired Flag' enabled. Clients can enable the 'Hired Flag' by navigating to *System Configuration*, *Recruiting Workflow Bins and Statuses*, *Hired menu*.

- During setup, the client will need to map the iCIMS disposition statuses to existing filing status in SkillSurvey Reference. The client can map multiple iCIMS disposition status to a single SkillSurvey filing status. The implementation consultant will work with you to map these statuses.

- Before mapping the ATS disposition to the SkillSurvey Reference filing status, we recommend creating an iCIMS disposition status of *Not Hired due to Reference Feedback*. This status can be mapped to the existing SkillSurvey Reference filing status of *Not Hired - Reference Feedback* and will provide valuable feedback on those candidates not hired due to the results of the Candidate Feedback Report.

- Clients also have the option to automatically send *Hired* candidates to Post-Hire and automatically kick off any scheduled Post-Hire surveys.
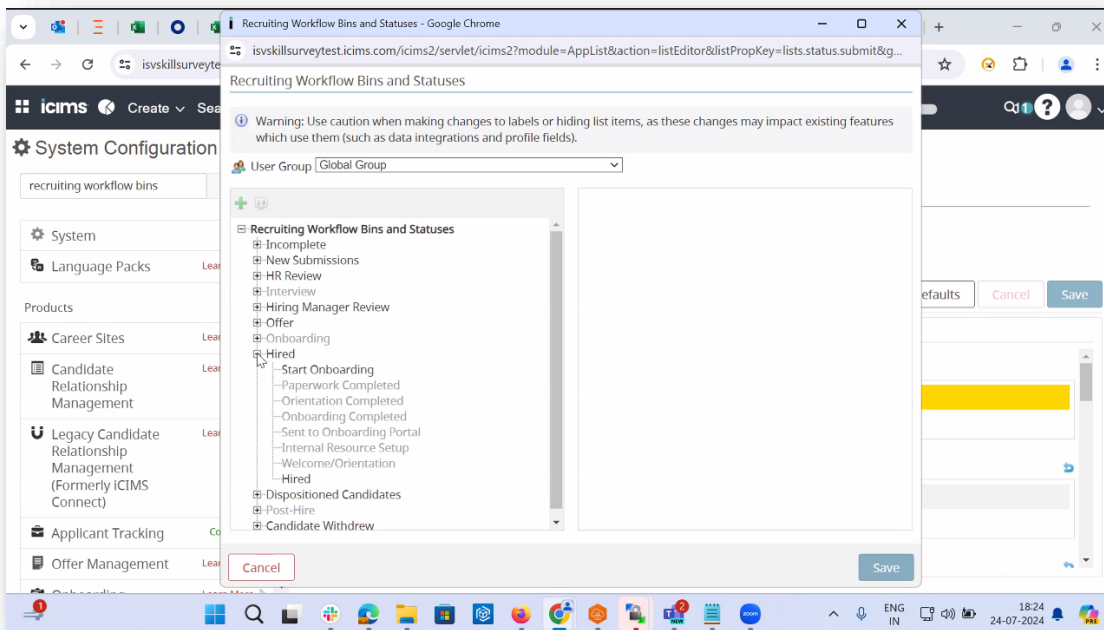
Enabling Candidate Disposition

1. Ensure the *Hired Flag* in the iCIMS ATS is enabled.
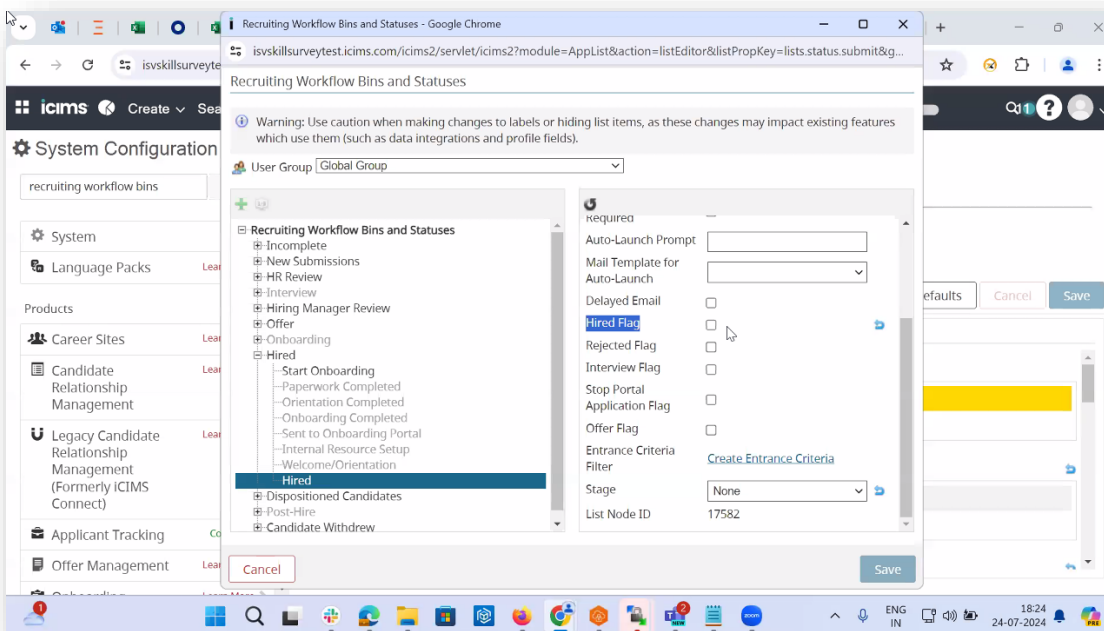   a) Navigate to the *System Configuration* menu in the iCIMS ATS.
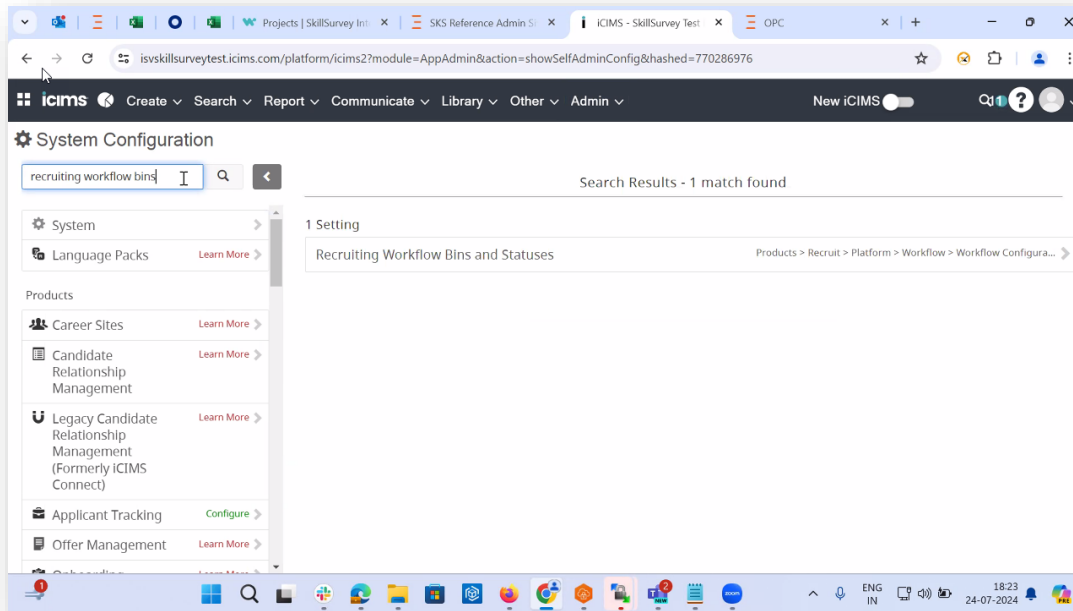
   b) Select the *Edit* link under the setting, *Recruiting Workflow Bins and Statuses.*
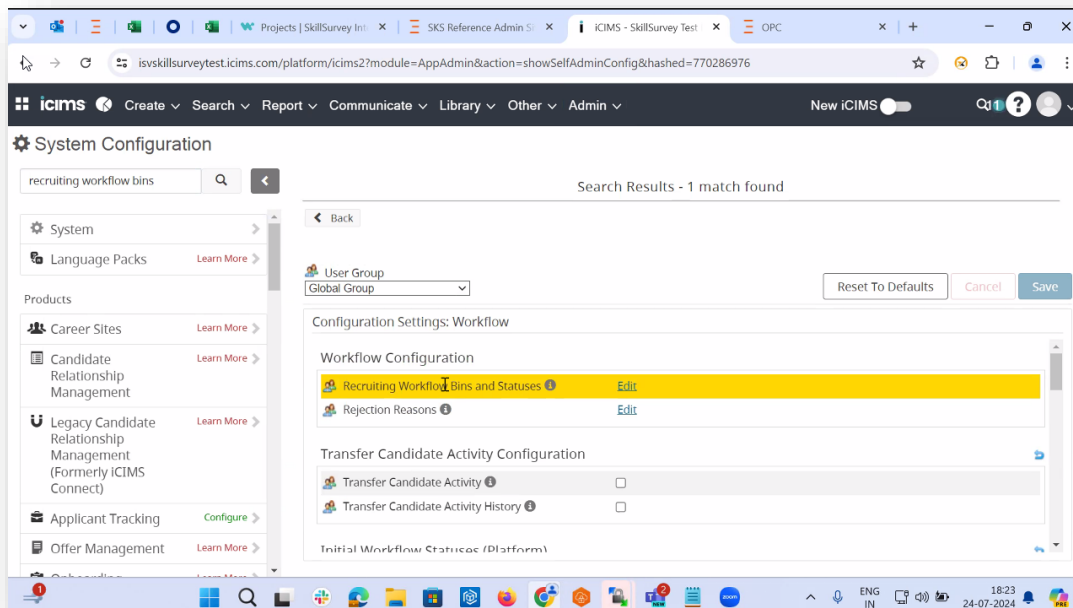
c) Under the *Hired* dropdown, select the *Hired* option.

d) Check the *Hired Flag* checkbox and *Save.*

2. Once the client request has been submitted an implementation consultant is assigned and will enable the Update Disposition option to the integration.

3. Once enabled, the iCIMS Disposition API endpoint will transfer the candidate disposition information from the iCIMS ATS to SkillSurvey Reference automatically.

4. If the client is also a Post-Hire customer, the consultant should ensure that the Division Setting to automatically add candidates dispositioned as Hired to the Post-Hire application is selected. With this automation, candidates hired in the iCIMS ATS will be filed in Reference, then added to Post-Hire and included in any scheduled surveys including the launch of the Candidate Hiring Experience Survey.

5. Implementation consultants will work with the client to map the iCIMS ATS status with the filing status available in SkillSurvey Reference. Clients can map multiple iCIMS ATS status to a single SkillSurvey Reference filing status.

   Note: Before mapping, we strongly recommend setting up a status in the iCIMS ATS of *Not Hired due to Reference Feedback*. Mapping this status to the existing SkillSurvey filing status, *Not Hired – Reference Feedback* will help clients prove ROI and determine savings due to candidates not hired due to a Candidate Feedback report.

6. As the iCIMS ATS status are added or modified, clients can update their candidate disposition status mapping at any time by contacting iCIMS support.

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Viewing Dispositioned Candidates

To view dispositioned candidates in SkillSurvey Reference, login to the SkillSurvey Reference product and navigate to the *Candidates*, *Manage Candidates*, *Manage All Candidates* menu.

Deselect all checked search criteria options and select only *Filed* from the search criteria options. Select *Search* to display the results.

The results grid shows Candidate information with a *Candidate Status* column that shows the candidate's disposition status.

You can also see the disposition of a particular candidate on the Candidate details page.

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